



Department of Community Development, P. O. Box 427, Herndon, Virginia 20172-0427

ADMINISTRATIVE APPROVAL

**FOR MINOR and/or PRE-APPROVED CHANGES to PROPERTIES within the
HERITAGE PRESERVATION DISTRICT**

The undersigned hereby applies for an Administrative Approval under the provisions of Section 78-200.6 of the Code of the Town of Herndon, Virginia. The undersigned certifies that all information in this application is true and correct and that the requirements of this application have been read and are understood. Submittal of this form with **original signatures is required.** ***PLEASE PRINT OR TYPE (Unless otherwise indicated.)***

Subject Property Information

Address of Subject Property: _____

Brief Description of Proposal: _____

Name of Business Establishment Associated with
this Application: _____

Type of Use (please specify whether commercial,
office, residential, or other): _____

Applicant Information

Name and Title of Property Owner: _____

Mailing Address of Property Owner: _____

Telephone Number(s) where Property Owner may
be reached: _____

Fax number of Property Owner: _____

E-mail address of Property Owner: _____

Signature of Property Owner (Applicant):
(Original Signature Required) _____

**Agent, Representative, or Tenant
Information (If different than above)**

Name and Title: _____

Mailing Address: _____

Telephone Number(s): _____

Fax number: _____

E-mail Address: _____

**Signature of Agent, Representative, or
Tenant:** (Original Signature Required) _____

ADMINISTRATIVE APPROVAL - continued

APPLICATION REQUIREMENTS

Item

- 1

 One (1) letter describing the proposed alteration and a list of all materials submitted.
- 2

 One (1) completed application form with all required signatures, including the signature of the property owner on which the structure is located.
- 3

 Labeled photographs of the sides of the building, areas on the property, and/or features on the structure that will be impacted by the proposed change.
- 4

 Samples of the proposed colors and materials.
- 5

 When applicable; one (1) set of drawings, drawn to scale, that indicate the exact location of the change on the structure.
- 6

 When applicable; one (1) site plan and/or property survey, drawn to scale, that indicates the exact location of the change on the property.
- 7

 When applicable; one (1) set of the manufacturer's cut or specifications sheet(s) for all replacement exterior elements such as light fixtures, windows, doors and ornamental features.

Note: An application for Administrative Approval can be submitted for minor and/or pre-approved changes to properties and structures within the Heritage Preservation overlay District. Such changes for example, can include but are not limited to modifications in exterior paint colors, pre-approved style fences, and replacement of features such as windows, doors, and shingles when overall appearance and material is not altered.

Please contact Raymond Ocel at 703-787-7380, to help determine if a specific change qualifies for an administrative review and approval.

For Office Use Only:

| | | | |
|------------------------------------------------------------------------------------|--|------------------|--|
| Application Received by: | | Date: | |
| Fee Paid: | | Case No: | |
| Tax Map Reference Number: | | Zoning District: | |
| Status of Taxes: <input type="checkbox"/> Paid <input type="checkbox"/> Delinquent | | | |
| Action: | | Date: | |
| Signature of Zoning Administrator: | | | |
| Notes: _____ | | | |
| _____ | | | |